

Terms of Reference

Operations Committee

Education Council

March 2025

Purpose

The purpose of the Operations Committee (Committee) is to review and advance the work of Education Council (the "Council") and its committees. In doing so, the Committee will act on behalf of and with the full authority of the Council on matters that require immediate attention.

Membership

The Committee shall be comprised of:

- Chair, Education Council
- Vice Chair, Education Council
- Provost & Vice President, Academic (ex officio)

The Chair of the Committee will be the Council Chair.

Designated Resource Employees

The Committee is supported by:

- Governance Administrator

Meetings

Meetings will be held as deemed necessary by the Committee Chair.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Annually review the Education Council annual workplan.
- Recommend to the Council for approval an annual schedule of Council meetings.
- Upon request by the Chair provides advice on appointments to the membership of Education Council Committees as required. As necessary, address and report to the Council on matters not assigned to other Council committees.
- Act on behalf of the Council in situations that require immediate action or attention, and where it is not possible to convene the whole Council. The Committee Chair will report on such actions to the next Regular meeting of the Council.
- Evaluates requests made to the Committee to determine whether the Provisional Approvals Committee should be formed.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2006-06-13	<i>New Operations Terms of Reference Approved by Education Council: Operations Committee Terms of Reference</i>
2011-01-24	<i>Revised Operations Terms of Reference Approved by Education Council: Operations Committee Terms of Reference</i>
2025-03-06	<i>Revised Operations Terms of Reference Approved by Education Council: Operations Committee Terms of Reference</i>